

**Glenn Research Center Transition Requirements to
NASA Employee Performance Communication System (EPCS)
October 2004**

The following describes the transition requirements to the NASA EPCS as implemented at the Glenn Research Center. The requirements currently established in GLPD and GLPR 3430.1, unless modified or revised as described in the NASA Interim Requirements document and supplemented below, remain in effect. These transitional requirements in conjunction with NPR 3430.1, the Interim Requirements to NPR 3430.1, GLPD 3430.1 and GLPR 3430.1, sets forth the provisions of the NASA EPCS and GRC policy and procedural requirements until such time when they are submitted through the NASA online Directives Information System (NODIS).

Annual Appraisal Cycle:

The current appraisal cycle is February 1, 2004 through January 31, 2005. This cycle will be extended until April 30, 2005 in order to transition to the new Agency-wide appraisal cycle of May 1 – April 30.

Appraisal Process

1. Supervisor of record prior to October 1, 2004, is responsible for preparing a written summary of each employee's accomplishments under the 2-level performance plan. This summary should be provided to/maintained by the employee's supervisor of record as of October 1, 2004 and will be considered when the annual appraisal is prepared in May 2005. This summary document must be completed no later than November 1, 2004.
2. The Supervisor of record as of October 1, 2004, is responsible for closing out the 2-level system by completing the following by November 30, 2004:
 - Obtain input from the employee in order to develop a performance plan.
 - Develop and communicate the performance plan under the new EPCS to cover the period 10/1/2004 – 4/30/2005. The plan must include all NASA developed performance elements and standards. Performance indicators must be included for each standard to communicate what an employee has to do or achieve to meet the standards. The plan may include critical and non-critical elements. The critical elements must be identified in the plan.
 - Give the employee an opportunity to provide input on work accomplishments under the 2-level system.
 - Discuss the employee's accomplishments/results under the 2-level system as outlined by the employee and summarized in the document prepared in accordance with number 1 above. Ensure that the employee understands that this will be considered when completing the annual performance appraisal in May 2005.

3. Supervisor of record on April 30, 2005 is responsible for preparing the official rating of record under the new EPCS 3-level system. The summary level should be determined by considering performance under the 2-level system and new EPCS 3-level system. The appraisal must be accomplished in accordance with the new EPCS 3-level system requirements to include an element rating level for each ratable element, a summary rating level, and a narrative summary. The appraisal must be submitted to OHRWP no later than June 15, 2005.

Records

1. The NASA Employee Performance Communication System (EPCS) Appraisal form will be used to document the performance plan and the performance appraisal. This form replaces the C-160 form currently being used.
2. All performance related documents shall be maintained in the Employee Performance File (EPF) in the Office of Human Resources and Workforce Planning.
3. The performance plan covering the period of February 1, 2004 through September 30, 2004 must be maintained until the end of the rating cycle. All performance plans on which a rating of record is based must be forwarded to the Office of Human Resources and Workforce Planning with the rating of record. If the supervisor of record changed on or after October 1, 2004, the performance plan(s) should be forwarded to the new supervisor for maintenance until the end of the rating cycle.